



## County of York

### **District Attorney's Office Legal Secretary – Superior/District Court Internal Job Posting**

**Position:** Legal Secretary – District and Superior Court

**Status:** Part-time (16-20 hrs week)

**FLSA:** Hourly / Union

**Rate of Pay:** Pay Grade 5 – M.S.E.A. Scale - \$15.03/hour

**Reports to:** District Attorney or Designee

#### **Purpose of the Position**

This part-time Legal Secretary position will assist the District Attorney and staff with the efficient and accurate processing of all District and Superior Court documentation and processing.

#### **Scope/Supervision**

Works under the general supervisor of the District Attorney and his/her designee who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations and state laws.

#### **Responsibilities and Examples of Duties**

1. Pull files and prepare for daily 8:30 criminal list
2. Disposition of files from 8:30 criminal list
3. Typing of dispositional paperwork to include but not limited to, complaints, information, filings and dismissals.
4. Follow up and review of cases that are filings, deferred sentencing and administrative releases
5. Filing all paperwork for ADA's and most support staff including motions and correspondence
6. Managing files in storage including locating files for staff and disposal of outdated files
7. Data entry as needed for Justware

8. Typing dispositions for District and Superior Court as needed
9. Covering switchboard as needed
10. Backup for District Court Bail Reviews, mail, protections, continuances, etc. as needed
11. Travel to various District Court satellite offices on a daily/weekly basis as needed.
12. Other duties as may be assigned from time to time by supervisory personnel

### **Knowledge, Skills and Abilities**

High School graduate or equivalent required. Direct public contact service experience helpful, but not required. Professional and courteous demeanor required. Valid Driver's License required.

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Applications for this position can be picked up at the York County Management building located at 149 Jordan Springs Road, Alfred, Maine or on the County of York website:  
[www.yorkcountymaine.gov](http://www.yorkcountymaine.gov)

Completed Applications can be emailed to [lmcorliss@co.york.me.us](mailto:lmcorliss@co.york.me.us)

Faxed to 207-324-9494

Mailed to Attn: Linda M Corliss

Human Resource Director

York County Government Building

45 Kennebunk Road, Alfred, ME 04002

York County is an equal employment opportunity employer.

**This posting will expire on Friday, November 21, 2014 @ 3 pm**

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